



Registration Guide

There are two different ways to register as an educator with the Learning Connection.

1. The first way is to register as an educator without a registration code. If you selected a school during the registration process, then the Administrator for Learning Connection for your Corporation/School will be able to approve your account.
2. The second way is to obtain a registration code from your Administrator for Learning Connection. Using this process, your Administrator will not need to approve your account.

Regardless of the process you follow above, once you have a Learning Connection account you will not need another account. Your Learning Connection account can be used throughout Indiana during the course of your educational career and can be joined with the schools in which you work.

Registering without a Registration Code

1. Go to <http://learningconnection.doe.in.gov>.
2. Register for an account using the register button. (Sign up as an educator with no registration code.)
3. Check your e-mail inbox for a confirmation message from the Learning Connection. (If this doesn't show up within 10 minutes of registration, check your spam filters or junk mail folder.)
4. Click the link in the e-mail to complete the registration process.
5. Accept the terms of use agreement; then you can log in.

Registering with a Registration Code

1. You will receive a 10-digit code to register from your local Administrator for Learning Connection.
2. Go to <http://learningconnection.doe.in.gov>.
3. Register for an account using the register button. (Sign up as an educator with a registration code.)
4. Enter the 10 digit registration code provided by your school and complete the registration fields.
5. Check your e-mail inbox for a confirmation message from the Learning Connection. (If this doesn't show up within 10 minutes of registration, check your spam filters or junk mail folder.)
6. Click the link in the e-mail to complete the registration process.
7. Accept the terms of use agreement; then you can log in.



Frequently Asked Questions about Registration

Who is my local administrator?

A complete list of persons who are administering the system can be found by clicking on the “Support” area from the homepage of Learning Connection (<https://learningconnection.doe.in.gov>).

I completed the registration process, yet I did not receive the activation email. What should I do?

Add the email address, learningconnection@doe.in.gov, to your safe senders list. You may need to contact local tech support for assistance.

When I login, I receive a message that says, “Thank you for registering with the Learning Connection. Before you can login, you need to activate your account. Instructions to activate the account were sent to your email from learningconnection@doe.in.gov. If you did not receive this email, [click here](#) to have another email sent to you. If you still don’t receive the message, you may need to un-block this address with assistance from your email provider or local technical assistance.”

What should I do? Make sure that the email address, learningconnection@doe.in.gov, is added to your safe senders list. Then click the “click here” link to resend the activation email.

I registered for an account without a Registration Code. Then, my administrator gave me a registration code. What should I do?

Because you already have an account, you should not register for another account. Let your administrator know that you already have an account and s/he will be able to approve your account’s membership to the school.

When I registered, I did not request access to a school in which I work. ***OR*** I need to request access to a different school because I have changed positions or I am an educator at multiple schools. How can I gain access in either of these circumstances?

- Login to your existing account
 - Click on Contacts & Communities→ My Communities
 - Click the link, “Find a Community” (top right)
 - Choose the radio button “School” for community type
 - Enter part of the name of your school within the “Keyword” text field
 - Click “Search”
 - The name of your school will appear within the search results
 - Next to the name of your school, click the “Join this Community” link
- (Now, the local administrator will be able to accept/deny your request for access.)

Do I need to enter my correct Date of Birth and the last 4 digits of my Social Security Number? How is this information used?

Yes. Your date of birth and the last 4 digits of your SSN are used by the system to help confirm your identity online. Online access and security to student data and student records is taken very seriously. Your information is only displayed to persons who are approving your account membership into schools.

